

COVID-19 Risk Management Assessment

Site / school name:	Borough Green Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff – Teaching, admin and premises ▪ Catering staff ▪ Pupils ▪ Parents/Carers ▪ Visitors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General information on delivery of the curriculum (also see Outbreak Management Plan) ▪ Cleaning and sanitisation ▪ Food provision ▪ Property maintenance and compliance ▪ General site occupancy and site movement ▪ Personal hygiene ▪ Extended provision and Nursery – see separate risk assessments 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment ▪ Administrative equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Premises used by Borough Green Primary School 		
Name of person completing this risk assessment:	Karen Sandberg	Date of completion	22.02.22
Risk assessment approved by:	Catherine O'Neill and George Booth	Risk assessment no:	V19
Date risk assessment to be reviewed by:	Live document under regular review	Date of approval:	

Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Governing Body requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
	Risk consideration that do not present a significant risk but could form part of the school risk management review.

Transmission in schools depends on:

- 1) Levels of community transmission,
- 2) Infection prevention control measures in place

3) Infectiousness of the dominant variant

	Risk Consideration/ Hazards	School Management Arrangements/Controls	Further Actions Needed	Lead	Deadline	Risks, Issues & RAG Rating
Risk Reduction Procedures	Positive COVID-19 result and isolation	<p>From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:</p> <ul style="list-style-type: none"> • No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. • End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available. • End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff and children should attend school as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. • End the legal obligation for individuals to tell their employers when they are required to self-isolate. <p>More detail can be found in the Living with COVID-19 COVID-19 plan published today.</p>				
	Asymptomatic Testing	<p>From Monday 21 February, the Government is removing the guidance for staff in most education and childcare settings to undertake twice-weekly asymptomatic testing.</p> <p><i>(Given we now know that the risks of severe illness from COVID-19 in most children and most fully vaccinated adults are very low, and our successful vaccination programme has achieved a high rate of take-up, we can remove this advice, bringing education into line with wider society. DfE)</i></p> <p>For more information, please visit our frequently asked questions on the document sharing platform.</p>				
	Ineffective contact tracing leading to	Close contacts in schools are identified by NHS Test and Trace and education settings are not expected to undertake contact tracing.				

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	high levels of transmission	<p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The school may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central Government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>				
	<p>Requirement to wear face coverings.</p> <p>Safe wearing and removal of face coverings when needed.</p>	<p>Since the 20 January 2022, face coverings are no longer recommended in classrooms, teaching spaces or communal areas.</p> <p>Children whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way.</p> <p>Local directors of public health are able to recommend the use of face coverings in communal areas, across their area only, where DfE and public health experts judge the measure to be proportionate due to specific health concerns. This is a temporary measure. Directors of public health will continue to advise individual settings experiencing outbreaks. Any local introduction of face coverings will be subject to routine review and removed at the earliest opportunity.</p> <p>When required to wear a face covering, staff and visitors should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on 				

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		<ul style="list-style-type: none"> • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose • avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination <p>When removing a face covering, staff and visitors should:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • not give it to someone else to use • if single-use, dispose of it carefully in a household waste bin and do not recycle • once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 				
	Staff and Pupils that are clinically extremely vulnerable (CEV)	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>Children and young people previously considered CEV should attend their setting and should follow the same guidance as the rest of the population. In some circumstances, a child may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>The school will support the NHS in encouraging vaccine take up, because this is ultimately the primary solution for protecting all staff.</p>				

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		<p>The <u>NHS is currently offering</u> vaccines to at-risk children and those who live with immunosuppressed people in the 5 - 11 age group. Parents and guardians of at risk 5 to 11 year olds should wait for the NHS to contact them, with local NHS teams already contacting those who are eligible.</p> <p>On Wednesday 16 February, the government accepted <u>the advice</u> from the independent JCVI to make a non-urgent offer of COVID-19 vaccines to all children aged 5 to 11 in England.</p> <p>The JCVI advice follows a thorough review by the UK's independent medicines regulator, the MHRA, which approved Pfizer's paediatric vaccine, as safe and effective for children aged 5 to 11.</p> <p>Children without underlying health conditions are at low risk of serious illness from COVID-19 and the priority remains for the NHS to offer vaccines and boosters to older age groups and vulnerable children, as well as to catch-up with other childhood immunisation programmes.</p> <p>The NHS will prepare to extend this non-urgent offer to all children during April so parents can, if they want, take up the offer to increase protection against potential future waves of COVID-19, as we learn to live with this virus.</p> <p>The <u>updated JCVI advice for vaccinating 5 to 11 year olds</u>, which was published on Friday 18 February by the NHS, confirms that community pharmacy-led local vaccination services and vaccination centres should be the primary delivery models for this cohort.</p>				
	Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Follow guidance on cleaning, hygiene and hand sanitiser. https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Provide water, soap and drying facilities at wash stations. Provide information on how to wash hands properly and display posters. Provide hand sanitiser for the occasions when people can't wash their hands.</p> <p>Staff to ensure hand washing/sanitising facilities are replenished before the start of the day and replenishing throughout the day if needed.</p>				

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		Hand sanitiser and hard surface cleaner must be kept out of reach of the children and COSHH guidance provided (see Safety Data Sheets) should be read and adhered too.				
	Poor workplace ventilation leading to risks of coronavirus spreading	<p>Measures that should remain in place include ensuring good ventilation of spaces, particularly where activities such as singing, shouting or exercise may be taking place. However, there needs to be a balance between air flow and a comfortable working temperature. Windows do not need to be fully open.</p> <p>Fresh air is the preferred way of ventilating the school so opening windows and internal doors can help. If a fire alarm is heard staff should close doors behind them as they exit the building. If you are notified of a lockdown all doors and windows should be closed and blinds pulled down.</p> <p>Windows to be opened by staff when they arrive first thing in the morning.</p> <p>CO² monitors in each classroom – over 1500 – ventilation must be improved i.e. additional window open, door open. Inform the HT if you are unable to get the reading below.</p>				
	To minimise cross-infection from home to school and school to home	<p>The government is no longer asking people to work from home. Staff should speak to their employers about arrangements for returning to the office, and should follow the working safely during COVID-19 guidance.</p> <p>All staff, children, parent/carers, visitors must wash their hands with soap and water or use sanitiser on entry to the school building and before leaving the school.</p> <p>From 24.02.22, the government removed the legal requirement to self-isolate following a positive test. However, adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then</p>				

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		<p>continue to follow the guidance until they have received 2 negative test results on consecutive days.</p> <p>From the 24.02.22, the government have removed the guidance for staff to undertake twice weekly asymptomatic testing.</p>				
	Minimising the potential spread of the virus during performances/ Events open to the community	<p>Those visiting the school site may be asked to do some or all of the following:</p> <ul style="list-style-type: none"> Have their temperature taken Show a COVID pass Show evidence of an LFT test within 48 hours of the event Use hand sanitiser Wear a mask when inside the building <p>Anyone showing symptoms of COVID 19 is asked not to attend the event.</p>				
	Those who are anxious about attending school	<p>The school will ensure that support is in place to address the concerns of anyone that is anxious about working in school.</p> <p>The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school and the requirement under national guidance.</p> <p>The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</p> <p>The school will utilise sources of support to help those experiencing emotions such as anxiety or stress - https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</p>				
	Loss of education due to the necessity to self-isolate or if there is a local lockdown	<p>Blended Learning arrangements in place:</p> <ul style="list-style-type: none"> * a curriculum sequence that allows access to high-quality online and offline resources and teaching videos e.g. Oaks National Academy, BBC Bitesize, WhiteRose maths, pre-recorded lessons live lessons. <p>Work set will be linked to our experience based curriculum.</p>				

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		<ul style="list-style-type: none"> * selection of online tools that will be consistently used across the school in order to allow interaction, assessment and feedback. * provide, on request, printed resources or IT equipment such as chrome books or iPads for pupils who do not have suitable online access * recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support. We will work with families to help delivery of a broad and ambitious curriculum with tailored support. <p>When teaching pupils remotely, we will:</p> <ul style="list-style-type: none"> * set activities so that pupils have meaningful and ambitious work each day in a number of different subjects * teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject 				
	Guidance not followed by school community due to lack of understanding of new procedures in place	<p>Regular communication will take place with all staff, pupils and parents regarding current procedures in place.</p> <p>'Live' Risk Assessment, new procedures and government/DfE guidance will be sent to all staff, updated regularly as necessary and shared on the school website.</p> <p>Parents/carers sent details of arrangements prior to opening after any period of local lockdown. Risk Assessment will be placed on the school website.</p> <p>Governors sent copies of relevant communication sent to parents/carers and staff.</p> <p>Updated documents due to COVID 19 such as Outbreak Management Plan.</p>				

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	Risk to mental health and wellbeing through isolation or anxiety	<p>Follow guidance on stress and mental health wellbeing of staff and pupils.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</p> <p>Websites, advice lines and strategies are shared with the school community via the school website. Support systems are in place such as supervision meetings for staff.</p> <p>Wellbeing is monitored and intervention put in place as required. Mental health and Wellbeing is discussed during all governor visits. Staff can access</p> <p>https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</p> <p>Keep staff updated on what is happening so they feel involved and reassured.</p> <p>Share information and advice with staff about mental health and wellbeing. Signpost to links on the school website.</p> <p>https://www.educationsupport.org.uk/get-help/help-for-you/helpline/</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified.</p>				

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Cleaning & Personal Hygiene	Increased risk of catching or spreading the virus due to lack of guidance and ineffective cleaning.	<p>Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment etc. Regular cleaning throughout the day by staff on site.</p> <p>When using walkie-talkies please sanitise hands before and after use and clean surface of the walkie-talkie. When using the walkie-talkie hold it to the side of your face not in front of mouth or nose.</p> <p>Surfaces to be kept as clear as possible to make it easier to clean and reduce the likelihood of contaminating objects.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants.</p> <p>Fogging machines may be used under correct conditions and by those trained and competent to do so.</p>				
	Risk of catching or spreading the virus due to inadequate washing facilities/sanitiser	<p>Access to soap, a sink and/or hand sanitiser.</p> <p>Staff and pupils to wash hands on arrival and departure and regularly throughout the day.</p>	Staff to ensure all in place before beginning of day.		Ongoing	

Prevention Summary

- 1) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
 - 2) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
 - 3) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
 - 4) Keep occupied spaces well ventilated.
- In specific circumstances:
- 5) Wear the appropriate personal protective equipment (PPE) where necessary.
 - 6) Engage with the NHS Test and Trace process.

7) Contain any outbreak by following local health protection team advice.

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school to manage them.	2
High	Significant risk items identified that required rectification, or risk items beyond the school capability to manage.	3